



ENVIRONMENTAL SERVICES DEPARTMENT
AIR QUALITY DIVISION
1001 North Central Avenue, Suite 200
Phoenix, Arizona 85004

(602) 506- 6094
(602) 506- 6985 (FAX)

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

June 1, 1998

Dear Mr. :

Maricopa County Environmental Services Department has received a request from *****. (Permit Application Log Number V*****) for accelerated processing of its application for a Title V Air Quality Permit. Your company's response to Maricopa County's Request For Proposal, 98017-RFP, indicated your interest in providing consultative services in supporting the accelerated permit process. If you wish to be considered to review this application, please respond to the following items:

1. Who are the key personnel who will be assigned to the project? Provide the relevant qualifications of each including their experience with ***** (insert an adequate description of the type of facility as well as whether Title V, NSP, PSD or other types of specialty experience is needed)
2. Estimates are needed for both the total cost and the time frame to complete the project.
3. Would any conflict of interest occur if you were to review the application and prepare the Permit?

A copy of the ***** (application; applicant's projected scope of work; applicant's project and facility description or whatever information we are providing to help get an accurate bid) for a ***** facility located in *****, Arizona is attached.

Scope of Work: (*****NOTE – this section may be modified if there are additional NSR/PSD requirements such as increment analysis, BACT/LAER determinations, offset requirements, etc. involved.*****)

1. Attend initial kickoff meeting as well as follow-up meetings as requested.
2. Participate in and provide minutes summarizing weekly conference calls.
3. Perform an initial administrative completeness review to verify that all required elements of the application are present.
4. Perform a detailed technical review of the application. This would include, but would not be limited to:
 - a. Identify any meaningful discrepancies in the application which could significantly affect air emissions or which could indicate meaningful errors or omissions.
 - b. Evaluate applicant's assumptions and verify calculations and resultant air emissions for each type of significant equipment and process listed in the application. If potential emissions from otherwise insignificant activities would trigger additional requirements, they must also be included in the analysis. Are the emission factors or equations used to calculate air emissions from each source documented, reasonable and derived from EPA data, performance test data or some other acceptable scientific basis? Recalculate results if significant errors are found in the applicant's calculations.
 - c. Perform an analysis of the emissions of hazardous air pollutants in accordance with the Division's Air Toxics Permitting Procedure. *****NOTE This requirement would not be included unless the application is for a new or expanded facility.*****
 - d. *****Again, depending on the application, additional items may be added such as review and verify increment modeling analysis, review and verify BACT/LAER determinations, verify that any required offsets meet all applicable requirements, etc. Providing as much meaningful information as we can will result in better estimates and less chance for future problems.*****
5. Review all applicable federal, State and County air quality requirements including the Maricopa County section of the State Implementation Plan (SIP). Determine whether the proposed facility will be in compliance with all of them.
6. Provide a final permit package that will include all of the following:
 - a. Enforceable permit conditions containing all elements required to be included in the Permit. These must be specific conditions, including all applicable emission limits/standards and operating limitations necessary to insure compliance with all federal, State and County air quality requirements along with associated monitoring/recordkeeping, reporting and testing requirements. The permit conditions must list the source of all requirements and identify which are federally enforceable and which are locally enforceable only.

- b. An applicability analysis on why potentially applicable requirements were not included in the permit conditions.
- c. An explanation of the engineering analysis performed on the permit application. This should include a listing of all significant assumptions as well as sample calculations.
- d. A notes section listing meaningful information relevant to the processing of the application. For example, the notes section could contain information on why elements were omitted which are required by the Rules to be addressed in the permit.

If a public hearing is held on the proposed permit, you must be willing to attend and provide engineering support. Additionally, you must be prepared to provide written responses to questions raised during the public comment period if the Department requests them. The support during the public comment period should **not** be included with your bid. It will be payable based on the hourly rate submitted as part of your response to our RFP.

Please provide all of the required information to my attention at the above address by 4:30 PM, *****. The cost estimate must show the individual cost for each item in the scope of work. Any progress billings must demonstrate that the billing amount corresponds to the completion of the related item in the scope of work.

If you have any questions, please give me a call at (602) 506-*****.

Sincerely,

cc: Russ Luder
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